

CHAPTER V

EMPLOYEE CLASSIFICATIONS

Section 5.1 Classifications of Employees

All employees hired by Jackson County are classified as:

REGULAR FULL-TIME – Employees who are not in a temporary status and who are regularly scheduled to work the County’s full-time schedule from 35 to 40 hours per week as determined by the department. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.

REGULAR PART-TIME – Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the County subject to the terms, conditions, and limitations of each benefits program.

TEMPORARY FULL-TIME – Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the County’s full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for County benefits unless specifically stated otherwise in the policies or are deemed eligible in plan documents. No individual hired on a temporary basis can be converted to a full-time employee without going through the employment process.

The County shall have the authority to establish staff positions and hire employees into those positions within budgetary limits.

This subsection is intended to define normal hours of work and shall not be construed as a guarantee of hours per day or per week.

Section 5.2 Exempt and Non-Exempt Employees

The Fair Labor Standards Act (FLSA) established minimum wage, overtime, wage and hour record keeping, and child labor standards affecting full-time and part-time workers in both the private and public sectors. In Illinois, the Wage and Hour Division of the Illinois Department of Labor addresses these same employment conditions. A state may add to but not subtract from the federal standards.

The FLSA does not affect all employees. In a very general sense, employees that meet the definitions of executive, administrative, and professional are exempt from the

FLSA. The federal government is the final arbiter of the definition of its regulations. At present, the following is a summary definition:

1. Executive – Manages two or more workers as a primary duty with the ability to hire, fire, and exercise other discretionary powers.
2. Administrative – Performs primarily office work related to management of policy and general business practices with authority over a staff of workers.
3. Professional – The primary work requires an advanced knowledge customarily acquired by specialized study or originality and creativity that involves discretion and independent judgment. The work is intellectual and varied, not standardized.
4. Certain computer employees – Performs computer system analyst, program, or software engineering skills.

Non-exempt employees are those eligible for overtime pay or compensatory time of 1.5 times the regular hourly rate of pay for all hours worked over 40 hours per work week. All overtime or ~~compensatory time~~ must be approved in advance. Employees should consult with the County Board Chairman if they have questions regarding their classification as a non-exempt employee.

CHAPTER VI

WORKWEEK AND PAYROLL

Section 6.1 Payroll Records

The official payroll records are kept by the County Clerk's Office. Each Supervisor shall input in the financial software program a work record for each employee in their department on a bi-weekly basis, noting hours worked, leave taken, and overtime worked during the previous pay period.

Section 6.2 Payment of Wages

Salary payment is made bi-weekly for base salary. The County pays employees one week in arrears. Paydays are usually bi-weekly on every other Friday.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid bi-weekly with such payment covering hours worked in the prior bi-weekly period.

It is the County's policy that employees will be paid via direct deposit.

If the normal payday falls on a County-recognized holiday, direct deposit will be deposited one workday before the aforementioned schedule.

Employees may elect to have their direct deposit of funds to either a savings or checking account at the financial institution of their choice.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the County.

No salary advances will be made.

Section 6.3 Work Week and Work Hours

The work week, for purposes of the state and federal overtime laws, shall be defined as Monday through Sunday at midnight.

The normal working hours of all full-time employees of Jackson County shall be 8:00 a.m. and continuing through 4:00 p.m., Monday through Friday. Each employee shall be generally allowed one lunch taken in such a manner so as to ensure the department's operation is not impaired.

Employees will submit their time record weekly as directed. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

Section 6.4 Overtime

Jackson County shall have the right to require overtime work and will make such assignment in a fair and equitable manner.

Non-exempt employees (defined by applicable wage and hour laws based upon job duties) will receive overtime pay (at the rate of one and one-half times the employee's regular rate), for all hours worked in excess of 40 hours in any given work week or holiday when offices are required to be open, in accordance with the requirements of federal and/ or state law. Any time worked in excess of 40 hours per week must be authorized in advance by your Supervisor. Employees who work overtime without obtaining proper authorization may be subject to discipline.

If budget constraints require, the County may grant ~~compensatory time~~ off in lieu of overtime pay. If granted, ~~compensatory time~~ off will be allowed at one and one half hours for every hour worked, over 40 hours per week. No employee may accumulate more than 240 hours of ~~compensatory time~~. Further, the County reserves the right to require the employee to use ~~compensatory time~~. ~~Compensatory time~~ accumulated but unused at the time the employee leaves the County service shall be paid at the then-going hourly rate.

Section 6.5 Mileage Reimbursement

Each employee who is required to use his/her personal vehicle for department business and receives mileage must:

- Possess a valid driver's license; and
- Be covered by minimum liability and property damage insurance at the expense of the owner.

Each year, or at any time when requested by their supervisor, the employee will verify their compliance with this requirement by submitting a copy of their driver's license and insurance identification card to their supervisor.

Appropriate travel expenses will follow Ordinance 2016-10 adopted herein by reference. In no case, may an employee claim reimbursement for entertainment or alcoholic beverages.

Section 6.6 Garnishments

Jackson County must comply with all writs of garnishment it receives. Employees will be notified before any deductions are taken from paychecks due to a writ of garnishment requiring Jackson County to pay a portion of their wages directly to a court, and information regarding garnishments will be held in confidence.

Section 6.7 No Pyramiding

Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.